Internship Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Marketing and Office Management Internship</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Luxembourg City (Grand-rue)</td>
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<tr>
<td>Company:</td>
<td>Berlitz Luxembourg</td>
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<tr>
<td>Region:</td>
<td>Grand-Duchy</td>
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<tr>
<td>Starting date:</td>
<td>2nd October 2017</td>
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BERLITZ is a worldwide leader in providing language and business trainings to companies and individuals (adults as well as kids & teens). Berlitz was established in 1878 and is actually present in 73 countries with around 600 Berlitz schools. Berlitz Luxembourg started first to operate in 1904.

Tasks and Responsibilities

The potential candidates should be fully available for an internship of 4 months minimum.

Responsibilities

- Tasks and duties during the internship will be very diverse, but not limited to the following:
  - Mainly office and administrative tasks (answer emails, organize class schedule, pick up mail …)
  - Assisting different departments within the company (office manager, pedagogic, accounting …)
  - Developing communication material such as flyers, press releases, among others
  - Organizing events for the company
  - Contributing to the organization of the Kids and Teens Camps
  - Working with our Marketing Manager

Experience / Qualifications

- Good verbal and written communication skills in English (French and/or German is appreciated)
- Able to work independently
- Strong interpersonal and communication skills
- Good phone manner
- Strong organizational and administrative skills
- Team player
- Good computer skills (Microsoft Word, Excel and PowerPoint)
Remuneration: 250€ net / month

If you wish to apply for this position, please submit your application to:

Berlitz Language and Business Training S.A.R.L.
89-93, Grand-rue
1661 Luxembourg
Luxembourg

recruitment@berlitz.lu
Tel. 00352 – 26 38 32 48
www.berlitz.lu